

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-97-2	
1. FROM (Agency or establishment) Department of Energy Washington, DC 20585		DATE RECEIVED 11-8-96	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Wallace	5. TELEPHONE 301 903 4353	DATE 12-3-99	ARCHIVIST OF THE UNITED STATES John W. Paul

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 0 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE 11/1/96	SIGNATURE OF AGENCY REPRESENTATIVE Mary Ann Wallace	TITLE Team Leader, Records Mgt.
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1a.1	Cancelled Checks Issued by Contractors. <u>AUTHORIZED DISPOSITION:</u> "Destroy 6 years and 7 months after the period covered by the account." "Records may be retired to inactive storage." Agency concurred via e-mail dated 8/16/99. JBE	GRS 6, item 1a.	

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

Job No. N1-434-97-2

Item Count: 1

SUMMARY

Job No. N1-434-97-2 request disposition authorization for Department-wide records consisting of canceled checks issued by contractors, to mirror the disposition of canceled checks issued by the Federal government.

The Treasury's Financial Management Service (FMS) Bureau has cited that the forensic value of original checks are needed to pursue forgery cases in accordance with the five year statute of limitation, and the government's underlying six years obligation on payments. Because contractors are often procured to perform activities on behalf of the government, records created as a result, should mirror the disposition of comparable Federal records. In this case, Federal government canceled checks under the FMS schedule, states an authorized disposition of "destroy six years and seven months after the period covered by the account." I recommend the same disposition for canceled checks issued by contractors. The proposed retention period is adequate to satisfy the legal rights and interests of DOE and its contractors. No internal or external controversies arose over this job.

I recommend approval of this request for disposition authority with the following amended statement:
"Records may be retired to inactive storage."

RECOMMENDATION

- ☒ 1 **APPROVED FOR DISPOSAL** The records described under all items of the schedule, except those that may be listed in blocks 2 3 and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- ☐ 2 **APPROVED FOR PERMANENT RETENTION** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified
- ☐ 3 **DISPOSITION NOT APPROVED** The records described under the following item or items are not approved for disposition
- ☐ 4 **WITHDRAWN** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

☐ Not required

☒ Required

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Copies Requested 0
Comments Received 0

SIGNATURES

	Title	Signature	Date
APPRAISAL 4/1/00	Appraiser	<i>John B. Elhi</i>	November 24, 1999
	Director, NWML	<i>James B. Allen</i>	11-29-99
CONCURRENCES	NWM	<i>Wendell W. Winters</i>	11/29/99
	NR	<i>Gregory A. Bonnetta</i>	11/30/99
	NW	<i>Michael J. Kemp</i>	12-1-99